

बिहार सरकार

श्रम संसाधन विभाग

बिहार राज्य श्रम कल्याण समिति

प्रेषक,

रंजिता, भा०प्र०से०

कार्यकारी निदेशक।

सेवा में,

निदेशक,

सूचना एवं जन सम्पर्क विभाग,

बिहार, पटना।

पटना, दिनांक - जुलाई, 2024

विषय :- बिहार राज्य श्रम कल्याण समिति, श्रम संसाधन विभाग, बिहार, पटना के अंतर्गत Financial Management & Accounting Support कार्य करने के लिए Chartered Accountant firm hire करने हेतु Re-Request for Proposal सूचना प्रकाशित करने के संबंध में।

महाशय,

उपर्युक्त विषयक Re-Request for Proposal सूचना की प्रति इस पत्र के साथ संलग्न करते हुए अनुरोध है कि विषयाधीन Re-Request for Proposal सूचना को राज्य के प्रमुख हिन्दी, अंग्रेजी एवं उर्दू समाचार पत्रों में प्रकाशित कराया जाना है। इस हेतु सामग्री प्रेषित की जा रही है।

Re-Request for Proposal प्रकाशन हेतु प्रधान सचिव-सह-सभापति का अनुमोदन प्राप्त है।

अनु०:- यथोक्त।

विश्वासभाजन,

ह०/-

(रंजिता)

कार्यकारी निदेशक।

ज्ञाप संख्या :- श्रम क०स०- 36/2016(अंश)-735

पटना दिनांक :- 24-7-24

प्रतिलिपि :- 1. श्री घनश्याम रविदास, श्रम अधीक्षक (निर्माण श्रमिक)-सह-नोडल पदाधिकारी, श्रम संसाधन विभाग, बिहार, पटना को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

2. आई.टी.मैनेजर, श्रम संसाधन विभाग, बिहार, पटना को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित। आपको निदेश दिया जाता है कि पत्र के साथ संलग्न निविदा आमंत्रण सूचना एवं Re-Request for Proposal (RFP) को श्रम संसाधन विभाग के वेबसाइट पर अपलोड किया जाए।

24.07.24

(रंजिता)

कार्यकारी निदेशक।

**Bihar State Labour Welfare Society (BSLWS)**

Notice Inviting Re-Request for Proposals from eligible Consultants for appointment as Financial Management and Accounting Support Consultants in Bihar State Labour Welfare Society, Department of Labour Resources, Govt of Bihar.

1. BSLWS invites Re-Request for proposal from Chartered Accountant Firms for working as Financial Management and Accounting Support consultant.
2. Interested CA Firms may download the complete Re-Request for proposal (RFP) Document, from tender section on the website <http://labour.bih.nic.in> from Date:- 25.07.2024 Onwards. *state.bihar.gov.in/labour*
3. Sealed Completed proposals along with the demand draft in acceptable form will be received at the address mentioned below on any working day up to 06:00 P.M on Date:- 19.08.2024 ; Bid Eligibility and Technical Proposal of Bids shall be opened on Date:- 20.08.2024 at 11:00 A.M at 3rd Floor, Block-B, Niyojan Bhawan, Labour Resources Department.

*24-07-24*

**Executive Director**

Bihar State Labour Welfare Society (BSLWS)  
Department of Labour Resources, GOB,  
Niyojan Bhawan, Near Income Tax Golumber, Patna



**Bihar State Labour Welfare Society(BSLWS)**  
*Department of Labour Resources , Govt of Bihar*

Notice Inviting Re-Request for Proposals from eligible Consultants for appointment as Financial Management and Accounting Support Consultants in **Bihar State Labour Welfare Society(BSLWS)Labour Resources Department ,GOB**

No.02/2024-25

Date: 24.07.2024

**1.1 Background**

Bihar State Labour Welfare Society is a registered society within Labour Resources Department Govt. of Bihar under which presently “Bihar Shatabdi Unorganized Sector Workers and Artisans Social Security (Amendment) Scheme 2024” is running for the workers and Artisans of unorganized sectors in which grants for natural death, accidental death, total disablement, partial disablement and medical assistance is provided. The sanctioning authority of the scheme is the Labour Superintendent of the districts of the Bihar State. Once the proposal is received from the Labour Superintendent, the Bihar state labour welfare society releases the amount of grant to the beneficiary.

**1.2 Re-Request for Proposal**

BSLWS intends to engage a chartered accountant firm which can provide the services of quality accounting and financial management professionals in order to strengthen the accounting system & support BSLWS in financial management activities. CA firm will be required to provide its handholding services for agreed period. The Proposals should include a Technical Proposal specifying the Approach of the Applicant, the Proposed Team, and the Qualification of the Applicant and the Key Personnel as further described in this RFP document, and a Financial Proposal quoting the monthly payments (the “Monthly Retainer ship Fee”) to be made by the Authority for the services provided under the Agreement. To assure about the capacity, The firm eligible for the bidding process must satisfy the following eligible criteria:

- The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN number) and GST Registration [To provide all Certificates of Registration];
- The Firm should have been in operation for at last 10years after its registration;
- The Firm should have at least Three(3) partners and at least One(1)of them must be Fellow Chartered Accountants;
- The Firm should be empanelled with Comptroller and Auditor General of India (C&AG)in major category of auditors ;
- Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the Firm in the last 3 financial years ending on March 31st, 2023 must be equal to or more than Rs.1.5 Crore (One Crore Fifty Lakh). [To provide copies of audited Financial Statements/ GST return for all the 3years and a certificate of average annual income in the last 3 financial years];
- The Firm should have experience in handling accounting and financial management services of at least 3(Three) Public Sector Undertakings or Government Organization [Documentary proof/work orders/client certificates/completion certificates to be submitted].
- The firm should have its Head office in the state of Bihar.
- The Applicant will be declared ineligible if their performance in current/ previous assignment with BSLWS found unsatisfactory



## **Document Fee**

Bid document is available at [www.labour.bih.nic.in](http://www.labour.bih.nic.in). Interested parties may download the bid documents from the website and submit their offer.

Bidders shall have to furnish a non-refundable Document Fee amounting to Rs. 1,000/- (Rupees One Thousand only) in the form of a demand draft or banker's cheque drawn on any Scheduled Bank in India in favour of "**Executive Director, Bihar State Labour Welfare Society**" and payable at Patna along with bid documents.

Bid submitted without Document Fee will be considered non-responsive and rejected without further consideration.

### **1.3 Validity of the Proposal**

The Proposal shall remain valid for acceptance by the BSLWS for a period of 90 days from the last date of submission of proposals. If needed, BSLWS may Re-Request the Applicants to extend the period of validity of their proposals on the same terms and conditions.

### **1.4 Brief description of the Selection Process**

The Society has adopted a Least Cost process (collectively the "Selection Process") in evaluating the Proposals comprising technical and financial bids to be submitted in two separate sealed envelopes. In the first stage, a technical evaluation will be carried out as specified in RFP Documents. Based on this technical evaluation, a list of short-listed applicants shall be prepared as specified in RFP. In the second stage, a financial evaluation will be carried out based on the total price as quoted by the Applicants as specified in RFP. The shortlisted applicant quoting the lowest rate will be declared successful.

### **1.5 Communications**

**1.6** All communications including the submission of Proposal should be addressed to:

Executive Director ,  
Bihar State Labour Welfare Society, 4th Floor, Block-C,  
Niyojan Bhawan, Near Income Tax Golumber, Patna - 800001

Phone – +91 612-2520053 Email – [edbslws2017@gmail.com](mailto:edbslws2017@gmail.com)

The Official Website of the Authority is <http://state.bihar.gov.in/labour>

All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters:

RFP Notice No:-02/2024-25 Date:- 24.07.2024 for Appointment "**Proposal for Selection of Chartered Accountant Firm as Financial Management and Accounting Support Consultant of BSLWS**"

## **2. ABOUT THE ASSIGNMENT**

BSLWS requires to strengthen the Financial Management and Accounting System by taking the Expert Services and support on continuous basis by experienced CA firm at the Head Office. The assignment will be initially for 36 months who will provide services as defined in the Scope of work mentioned below-

## Scope of Work

The Society outline of the scope of service would include:

1. Monitoring of Accounting system and practices to ensure compliance with the generally accepted accounting practices/principles as well as requirement of the relevant Act / Income tax Act / Accounting standards, directives of Reserve Bank of India and other relevant enactments and notifications;
2. Preparation and finalization of Accounts and timely preparation of Financial Statements for the Financial year 2023-24 to 2026-27 and Financial Performance Indicators in accordance with applicable accounting standards issued by Institute of Chartered Accountants of India (ICAI) and guidelines
3. Building and strengthening of Internal Control & Auditing System and conducting various periodical reconciliation procedures;
4. Preparation of Annual Budgets estimates and Budget Execution;
5. Carrying out other Financial Advisory and Management Services as needed or requested for efficient and sound financial management of BSLWS.
6. Data entry of vouchers in latest version of Tally/equivalent accounting software at headquarter.
7. Verification of bills and supporting vouchers for its correctness as regards head of accounts, period, type etc.;
8. Preparation and maintenance of Cash & Bank Books at headquarter.
9. Preparation of periodic Bank Reconciliation Statements
10. Maintenance of statutory books of account, Fixed Asset Register and records
11. Manage funds and ensure timely release of funds to units.
12. Preparation and maintenance of direct tax (Income Tax, GST, TDS etc.) and indirect tax (GST) related documents and records, preparation and filing of statutory returns with the respective authorities and ensuring its regular compliance.
13. Handling Project based accounting checking & correction(if any)of previous three year account as per BSLWS rules and regulations & instruction by commitment Authority.
14. Reviewing BSLWS accounting & financial management systems and suggest modifications/improvement measures to ensure compliance with its policies, plans, procedures, laws and regulations
15. Assisting BSLWS in various statutory audits e.g. Annual Audit, C&AG Audit etc. from time to time and implementing audit recommendations
16. Preparation of MIS reports such as Statement of Statutory Deductions, Budget Utilization Report, Budget Expenditure Control Report, Revenue Trend Analysis and other necessary reports, as per BSLWS rules and regulations.
17. Creating a database of the Institution from where the and Coordination with the District Office.
18. Support in proper Management of Funds and its utilization.

The Chartered Accountant firm will be required to provide the desired services for one year and will be



extendable up to next three years if performance found satisfactory. The performance evaluation would be carried out by the BSLWS at the end of contract period and the continuation of its services shall be subject to satisfactory performance of the Firm in the preceding period. Notwithstanding anything contained herein above, BSLWS reserves the right to discontinue the services of Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period of contract.

### Key Personnel

The agency is required to provide qualified and dedicated staff to handle the entire accounting and financial management services at BSLWS. The required profile of the key professionals and their desired experience are given below:

Position	No.	Qualification	Experience	Role & Responsibilities
Accountant	2	Semi Qualified CA/ICWA/CS Inter/MBA Finance / M.com	<ul style="list-style-type: none"> <li>At least 3 Years of working experience (including article ship) in Accounting</li> <li>Similar work experience in Government Projects</li> <li>Knowledge of MS Excel, computerized accounting</li> <li>Should have proficiency in use of Tally software and/or other accounting</li> </ul>	<ul style="list-style-type: none"> <li>Execution of service as provided time to time</li> </ul>

- I. The team shall be deployed on an exclusive basis and shall be responsible for carrying out the complete Scope of Work under the RFP. All team members shall be stationed full time in the BSLWS Head office during the entire contract period. The office timing, list of holidays, shall be as per BSLWS's terms and conditions.
- II. BSLWS will provide the required office space to the team. If during the contract period, team have visit for BSLWS Units than expenses incurred on boarding & lodging, travels etc. Shall be reimbursed by the BSLWS on Actual basis.

**2.1** BSLWS may reduce/ increase the staff if found appropriate to do so, any time during the tenure of contract period as per requirement.

**2.2 Payment Schedule:** The Firm shall be paid a consolidated Monthly Fees as prescribed in Fin-2 of the Proposal during the entire contract period towards outputs and deliverables as mentioned in Terms of Reference

## 3. INSTRUCTIONS TO BIDDER

### 3.1 Contents of the RFP

**3.1.1** This RFP comprises the appendix for technical and financial proposals.

### 3.2 Number of Proposals

No Applicant or its Associate shall submit more than one Application for the Chartered accountants firm Services. An Applicant applying individually or as an Associate shall not be entitled to submit another application.

### 3.3 Language

The Proposal with all accompanying documents (the "**Documents**") and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP



### **3.4 Cost of Proposal**

The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Authority, Project site etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

### **3.5 Acknowledgement by Applicant**

It shall be deemed that by submitting the Proposal, the Applicant has well aware about the RFP and Project. The Authority shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.

### **3.6 Right to reject any or all Proposals**

Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefore.

### **3.7 Amendment of RFP**

At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document by the issuance of Addendum/ Amendment and posting it on the Official Website and by conveying the same to the prospective Applicants (who have purchased the RFP document) by fax or e-mail. The amendments will be posted on the Official Website along with the revised RFP containing the amendments and will be binding on all Applicants.

### **3.8 Conflict of Interest**

The Applicant shall not have a conflict of interest (the "Conflict of Interest") that affects the Bidding Process. Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, BSLWS shall be entitled to forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by the BSLWS and not by way of penalty for, inter alia, the time, cost and effort of the BSLWS, including consideration of such Applicant's Application (the "Damages"), without prejudice to any other right or remedy that may be available to BSLWS under the agreement or otherwise. The shortlisted Firm shall not be allowed to bid for any Audit related assignments with BSLWS during the contract period of 1year.

### **3.9 Performance Security**

The firm will furnish within 10 days of the issue of Letter of Acceptance (LOA), an Account Payee Demand Draft / Fixed Deposit Receipt / Unconditional Bank Guarantee (in prescribed format) / in favour of "Executive Director, Bihar State Labour Welfare Society" payable/ en-cashable at Patna, from any nationalized or scheduled commercial Bank in India for amount equivalent to 5% of total Contract Value towards Performance Security valid for a period of six (6) months beyond the stipulated date of completion of services. The Bank Guarantee will be released after six month of successful completion of the assignment.

### **Preparation and submission of proposal**

#### **3.10 Format and signing of Proposal**

The Applicant shall prepare one original set of the Proposal (together with originals/ copies of Documents required to be submitted along therewith pursuant to this RFP) and clearly marked "ORIGINAL". In addition, the Applicant shall submit 1 (one) copy of the Proposal, along with Documents, marked "COPY". In the event of any discrepancy between the original and its copies, the original shall prevail.



### 3.11 Technical Proposal

Applicants shall submit the technical proposal in the formats at Appendix-I (the "**Technical Proposal**").

In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if not yet appointed either by issue of the LOA or entering into of the Agreement, and if the Selected Applicant has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Authority without the Authority being liable in any manner whatsoever to the Selected Applicant or Consultant, as the case may be.

In such an event, the Authority shall forfeit and appropriate the Performance Security, if available, as mutually agreed pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, without prejudice to any other right or remedy that may be available to the Authority.

### 3.12 Financial Proposal

Applicants shall submit the financial proposal in the formats at Appendix-II (the "**Financial Proposal**") clearly indicating "**Financial Proposal for Selection of Chartered Accountants Firm for Handling Accounting & Financial Management Services at BSLWS** " (Form-2 of Appendix II) in both figures and words, in Indian

Rupees, and signed by the Applicant's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall prevail.

### 3.13 Submission of Proposal

The Applicants shall submit the Proposal in hard bound form with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be initialled by the Authorized Representative of the Applicant as per the terms of this RFP. In case the proposal is submitted on the document downloaded from Official Website, the Applicant shall be responsible for its accuracy and correctness as per the version uploaded by the Authority and shall ensure that there are no changes caused in the content of the downloaded document. In case of any discrepancy between the downloaded or photocopied version of the RFP and the original RFP issued by the Authority, the latter shall prevail.

The Proposal will be sealed in an outer envelope which will bear the address of the Authority, RFP Notice number, Selection of Chartered Accountant Firm for **Handling Accounting & Financial Management Services at BSLWS** and the name and address of the Applicant. It shall bear on top, the following:

**"Do not open, except in presence of the Authorized Person of the Authority"**

The aforesaid outer envelope will contain three separate sealed envelopes; one clearly marked 'Technical Proposal', Second marked as Document Fee and third marked 'Financial Proposal'.

The envelope marked "Technical Proposal" shall contain the Application in the prescribed format (Form 1 of Appendix-I) long with Forms of Appendix-I and supporting documents.

The envelope marked "Financial Proposal" shall contain the financial proposal in the prescribed format.

## 1. EVALUATION OF PROPOSAL AND APPOINTMENT OF CONSULTANT

### 4.1 Evaluation of Proposals



The Authority shall open the Proposals on Date:- 20.08.2024 at 11:00 A.M on the PDD in the presence of the Applicants who choose to attend. The envelopes marked "Technical Proposal" shall be opened first. The envelopes marked "Financial Proposal" shall be kept sealed for opening at a later date.

Proposals for which a notice of withdrawal has been submitted shall not be opened.

The Authority reserves the right to reject any Proposal which is non-responsive and no Re-Request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Proposals.

After the technical evaluation, the Authority shall prepare a list of pre-qualified Applicants for opening of their Financial Proposals. A date, time and venue will be notified to all Applicants for announcing the result of evaluation and opening of Financial Proposals. Before opening of the Financial Proposals, the list of pre-qualified Applicants along with their Technical Scores will be read out. The opening of Financial Proposals shall be done in presence of respective representatives of Applicants who choose to be present. The Authority will not entertain any query or clarification from Applicants who fail to qualify at any stage of the Selection Process. The financial evaluation and final ranking of the Proposals shall be carried out in terms of RFP.

Applicants are advised that Selection shall be entirely at the discretion of the Authority. Applicants shall be deemed to have understood and agreed that the Authority shall not be required to provide any explanation or justification in respect of any aspect of the Selection Process or Selection.

#### **4.2 Confidentiality**

Information relating to the examination, clarification, evaluation for selection, and recommendation of the Preferred Applicant/ Successful Applicant shall not be disclosed to any person who is officially not concerned with the Bidding Process or is not a trained professional advisor advising BSLWS in relation to, or matters arising out of, or concerning the Bidding Process. BSLWS shall treat all information submitted as part of Proposal as confidential and shall require all those who have access to such material to treat the same in confidence. BSLWS shall not divulge any such information unless it is ordered to do so by any authority that has power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or BSLWS.

#### **4.3 Clarifications**

To facilitate evaluation of Proposals, the Authority may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.

If an Applicant does not provide clarifications sought within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the Authority may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of the Authority.

#### **4.4 Evaluation of Technical Proposals**

Technical proposals of all the firms which meet the basic requirements (i.e. timely submission, bid security, sealing of application, Pass/ Fail criteria etc.) would be taken up for detailed evaluation as per the technical bid evaluation criteria. All firms scoring **70 or above marks** would be technically qualified and would only move into the next stage of Financial evaluation.

The Applications shall be first evaluated on the basic requirements parameters. Those Applicants, who meet the basic requirements, shall be evaluated further as part of Technical Evaluation. Detailed evaluation of the proposals shall be undertaken for those Firms which qualify the above basic requirements

**4.4.1** The scoring criteria to be used for evaluation shall be as follows:-

##### **Detailed Evaluation**

S.N.	Parameters	Max Marks
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<b>1</b>	➤ Firm's existence in years after its registration: 10 years – 15 years: 70% 15 years – 20 years: 85% > 20 years: 100%	<b>20</b>
	Average Annual Income of the Firm (in the last 3 financial years ) ended on March 31st, 2023: Rs. 1.5 Crore to Rs. 2 Crore 70% Rs. 2 Crore – Rs. 2.5 Crores: 85% >More than Rs. 2.5 Crores: 100%	<b>15</b>
	➤ services of at least 3 Public Sector Undertaking or Government Organisation [Documentary proof/ work orders/client certificates/ completion certificates to be submitted]: 3- 5 projects: 70% 5 – 10 Projects: 85% More than 10 Projects: 100%	<b>15</b>
<b>2</b>	Approach & methodology for each of the major task assigned Weightage to be applied for marking : (on the basis of report submitted in Form Tech IV) a) Understanding of Objective under each task - 40% b) Strategy for executing work assigned under each task – 60%	<b>20</b>
<b>3.</b>	Key experts qualifications & competence Team Leader – 20 marks Accountant- 5 marks each Weightages to be applied for marking: General qualification- 20% Relevant Experience- 40% Experience in government sector (accounting and financial Management)- 40%	<b>30</b>
	<b>Total Score</b>	<b>100</b>

#### 4.5 Short-listing of Applicants

All the Applicants ranked as aforesaid, shall be pre-qualified for financial evaluation in the second stage. However, if the number of such pre- qualified Applicants is less than 2 (two), the Authority may, in its sole discretion, open the financial proposal of a sole technically qualified Applicant or pre-qualify the Applicant(s) whose Technical Score is less than the score specified in Clauses 4.4; provided that in such an event, the total number of pre-qualified Applicants shall not exceed 2 (two).

#### 4.6 Evaluation of Financial Proposal

The envelope containing the financial proposal shall not be opened till the technical evaluation is complete. The financial proposal of only such Applicants will be opened who obtain minimum qualifying 70 or above Marks prescribed. Out of the technically qualified applicants, the final selection shall be based on the Least Cost Method.

The Financial Proposal of only those bidder will be opened which has scores minimum qualifying marks. The Firm who will quote the lowest amount will be declared successful.

**4.7** Last date of the submission of sealed completed proposals is –19.08.2024 up to 06:00 P.M.



## APPENDIX-I

### Form Tech-I: Technical Proposal Covering Letter

#### FORM TECH I

(To be placed in the sealed cover containing technical proposal)

[Location, Date]

To,

**Executive Director ,**

Bihar State Labour Welfare Society,  
Niyojan Bhawan, Near Income Tax Golumber, Patna

Dear Sir,

We, the undersigned, offer to provide the services for *[Insert title of assignment]* in accordance with your Request for Proposal dated *[Insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in our own individual capacity without entering into any association/as a Joint Venture. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the RFP, we undertake to negotiate on the basis of the proposed personnel. Our Proposal is binding up on us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the RFP *(Please indicate date)*.

We understand you are not bound to accept any Proposal you receive. We remain.

Yours sincerely,

Authorized Signature *[In full and initials]*:

Name and Title of Signatory:

Name of Firm:

Address:



## **FORM TECH II**

**FORM TECH II A :** Brief Description about background of the firm covering ownership details, date of incorporation, number of employees, geographical experiences etc. It must cover the following:

The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax(PAN number) and Service Tax Registration	ICAI Registration – [Yes/NO] Income Tax PAN number– [Yes/NO] Service Tax Registration– [Yes/NO]	Provide all Certificates of Registration
The Firm should have been in operation for at last 10years after its registration	Year of Registration/start of Operations.....	Provide necessary evidences
The Firm should have at least Three(3) partners and at least One (1) of them must be Fellow Chartered Accountants	Number of Partners.....  Number of F C A Partners .....	Provide necessary detail and Undertaking for the same
The Firm should be empanelled with Comptroller and Auditor General of India(C&AG)of India	Empanelled with C&AG – [Yes/NO]	Provide necessary detail and Undertaking for the same
Average Annual Income(i.e. Average Gross Professional Fees earned during the 3 years) of the Firm in the last 3 financial years ending on March 31st, 2023 must be equal to or more than Rs.1.5 Crore.	Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the Firm in the last 3 financial years ending on March 31st, 2023 is Rs. .... (Rs. .... in words)	Provide copies of audited Financial Statements for all the 3 years and a certificate of average annual income  in the last 3 financial years

### **Form Tech- III: Firm's Experiences of Similar Services**



### Form Tech III (A)–Summary of Firm's Experience

1. Firm experience in handling accounting and financial management services of at least 3 Public Institution or Government Organization

[Using the format below, provide the summary of information on each Assignment/job for which your firm was legally contracted for providing similar services (The firm shall specify exact assignment/ job for which experience details may be submitted)]

S.N.	Name of Project	Name of Client & Sector	Nature of Project	Name and reference of supporting document produced

[Documentary proof/workorders/clientcertificates/completioncertificatestobesubmitted]

### Form Tech III(B)–Detailed description of Firm's Experience

[Using the format below, provide information on each Assignment/job for which your firm was legally contracted for providing similar services (Please specify exact assignment /job for which experience details may be submitted). **Each citation should not exceed more than 2 pages**].

Assignment Name:	Approx. value of the contract:
Country:	Duration of Assignment:
Name of Client/Sponsoring Authority:	Total No. of Staff-Months provided:
Start Date(Month/Year):	Completion Date(Month/Year):
Name of Senior Staff involved and functions performed:	
Address/Client Contact:	Approx. value of services provided by your firm:
Narrative Description of Assignment:	
Description of Actual Services Provided by Your Staff:	



## Form Tech V(B)- Detailed Curriculum Vitae of proposed experts

[Using the format below, provide the detailed description of the curriculum vitae of the proposed Team as per para chapter 2]

### 1.PROPOSED POSITION

### 2. NAME OF FIRM

### 3. NAME OF EXPERT

### 4. DATE OF BIRTH

### CITIZENSHIP

### 5. EDUCATION

Degree Obtained	Name of Institute	Year

### 6. MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS

### 7. OTHER TRAININGS

### 8. COUNTRIES OF WORK EXPERIENCE

### 9.LANGUAGE

### 10.EMPLOYMENT RECORD

From	To	Employer	Position held

### 11. DETAILED TASK ASSIGNED

### 12. WORK UNDERTAKEN THAT BEST ILLUSTRATES

### CAPABILITY TO HANDLE THE TASKS ASSIGNED

(Add project experience against your eligibility criteria)

Project Name: Year: Location:

Client:

Main project features: Positions held: Activities performed:



### 13. CERTIFICATION

I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged. I, the undersigned, certify to the best of my knowledge and belief—

- 1.This CV correctly describes my qualifications and my experience
- 2.I am not employed by the Executing or the Implementing Agency
- 3.I am willing to work fulltime at BSLWS office as a part of proposed team
- 4.I will not provide any other consultancy services to BSLWS during the contract period

**Date:**

[Signature of expert or authorized representative of the firm] Full name of authorized representative:

#### Form Tech - VI: Firm's Professional Income

[Using the format below, provide the firm's Average Annual Income in the last 3 financial years ended on 31<sup>st</sup>March,2023]

Particulars	Financial Year 2020-21	Financial Year 2021-22	Financial Year 2022-23	Average Annual Income
Annual Income* (in Rs. Crores)				

\*i.e. Gross Professional Fees earned during the year

The Applicants are required to attach Auditor's Certificate certifying their Annual Income(s). No marks will be awarded to the applicants for this criterion, in case the auditor's certificate is not submitted along with the proposal.



## APPENDIX-II

### Fin1-Financial Proposal Covering Letter

(To be placed in the sealed cover containing financial proposal)

To,

**The Executive Director ,**

Bihar State Labour Welfare Society.

Dear Sir,

We, the undersigned, offer to provide "Financial Management and Accounting Support Consultancy **at BSLWS**" in accordance with your Request for Proposal [*Insert Date*] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures1*] is fee for the services to be provided. This amount is inclusive of Service Tax.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. be for e the date indicated in Clause1.4 of the Data Sheet.

We understand that you are not bound to accept any Proposal you receive.

Thanking you,

Sincerely,

Authorised Signature [In full]:

Name and Title of Signatory:

Name of Firm:



## Fin 2- Summary of Costs

Sr.	Description of Services	Fees	
		Rs. (in figures)	Rs.( in words )
A.	Fees for providing accounting and financial management services (per month)		
B.	Add Service Tax as per prevailing rates (per month)		
C.	<b>Total Fees including Service Tax (per month)</b>		
D.	<b>Total Fees including Service tax (for One year)</b>		

## Fin3-ManMonthrates

Man-month rate for the proposed accounting & financial management team including support staff shall be as under. We, the undersigned, offer to provide the additional resources for accounting & financial management team, if required by BSLWS on the same terms and conditions during the contract period. We understand that this rate shall not be part of our financial offer provided in the above table.

Position	Man Month Rate (Rs.)	Man Month Rate (In Words)
Accountants- 2 Nos.		